



MEMORANDUM

TO: ALL INTERESTED PARTIES

FROM: LSC Office of Program Performance

RE: **Applicants' Informational Session**

DATE: March 15, 2006

LSC will hold an Applicants' Informational Session (AIS), on Tuesday, May 16, 2006 (2:00 p.m. E.D.T.). This is a free telephonic conference sponsored by LSC to assist applicants in preparing the competitive grant application and to promote participation in the competitive grants process. The conference is scheduled to last approximately two hours, depending on the number of questions received from participants. All interested parties are encouraged to participate.

Registration Deadline:

Participants should register for the conference by May 8, 2006. A registration sheet is included below. If you plan to participate, complete the registration sheet and e-mail it to LSC at AISitems@lsc.gov either as a Word document or a portable document format (PDF) file.

As part of the registration process, participants are asked to provide up to five questions, pertaining to the LSC competitive bidding process. Participant questions will be answered by panel members during the conference. Having participant questions in advance allows the conference panel to organize its discussion around the interests of participants, and efficiently respond to applicant questions.

Conference format:

The conference will be provided in "listen only" format (i.e., participants can listen to the panel discussion, but cannot orally ask questions of the panel members).

During the telephonic conference, additional questions may be submitted to the panel by e-mail. (You may use your Registration Form for e-mailing additional questions. Prior to submitting your registration, please make copies of the form as necessary.)

The panel will respond to questions e-mailed throughout the conference and address the requirements of a qualified grant proposal, the RFP, and the competitive bidding process.

Conference Questionnaire:

A brief questionnaire is also provided below. Its purpose is to allow you to evaluate the effectiveness of this conference. Please e-mail your completed questionnaire at the conclusion of the conference.

Instructions for participating in the informational session including the toll-free conference number will be made available to applicants upon receipt of their registration.

Conference Date: Tuesday, May 16, 2006
Conference Time: 2:00 p.m. to 4:00 p.m. (E.D.T.)

Send Conference Registrations To: AISitems@lsc.gov

Send any inquiries regarding this notice to AISitems@lsc.gov.